

HEARST *television inc***RECEIVABLES CREDIT/DEBIT MEMO FORM**

Note: Complete this form electronically and use the drop down menus when provided.

Today's Date:	December 3, 2012	
Station:	WPBF	Drop Down
Sales Region:	NATIONAL	Drop Down
Agency:	McLAUGHLIN & ASSOCIATES	
Advertiser:	BRADSHAW/R/SHERIFF	
Invoice #	936898	Net Invoice Amount
Invoice Date	August 1, 2012	Amount Paid
		Adjustment to Gross Billing
		Adjustment to Net Billing \$ 11,873.25
AE Name:	HANSEN	
SM Name:	HORENSTEIN	
Reason for DEBIT/CREDIT:	SMALL BALANCE WRITE OFF	Drop Down
	(Field Required - must use drop down list)	

EXPLANATION (Please explain in detail):

FULL PAYMENT WAS NOT RECEIVED

Revised invoice required? NO**REQUIRED APPROVALS:**

Local AE	Local Sales Region	(Web & Mobile when applicable)
LSM	Local Sales Region	(Web & Mobile when applicable)
NSM	National Sales Region	(Web & Mobile when applicable)
DSM	Digital Sales Region	Web & Mobile optional/station's discretion
GSM	All debits/credits	except Retrans & Non Sales region
Reg'l Controller	All debits/credits	

Form with all required approvals emailed to Regional C&C Manager

Input to Wide Orbit on: _____ by _____